



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

ELECTRICAL INSPECTOR PUBLIC WORKS DEPARTMENT

POSTING DATE: July 16, 2015

RATE OF PAY: \$26.5040/hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: July 30, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 19

UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for performing a variety of routine and complex technical work in construction inspection work to ensure that Uniform Electrical and other related codes and standards are met.

Essential Job Functions:

- Enforces Electrical codes, including but not limited to, National Electrical Code, VT. Electrical Safety Rules, and local electrical codes; Issues stop work orders, correction notices and citations.
- Performs electrical inspections examining for right size of panels, correct uses and sizes of wire, for correct number of circuits, for correct number and location of switches, etc., ensuring that national codes are adhered to.
- Maintains records of electrical inspection activity, and completes related reports.
- Issues certificates and permits as appropriate.
- Researches problems and responds to a variety of complaints regarding commercial and residential buildings, building construction and electrical code compliance.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
- Maintains records and documents of customer service issues and resolutions.
- Interprets electrical codes and authorizes acceptable alternative methods of code compliance.
- Investigates code compliance complaints; resolves or refers complaints to appropriate staff.
- Recommends corrective action in compliance abatement proceedings and related appeals as necessary.
- Carry out various permitting functions, including application processing, fee assessment and collection, and permit issuance as required.
- Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties.
- Attends pre-construction and other related meetings as required.
- Represents staff position in the process of appeals.

Qualifications/Basic Job Requirements:

- High school diploma or equivalent, and four (4) years of experience in general construction of electrical systems required.
- Valid Master Electricians License for the State of Vermont required.
- Ability to maintain a valid Vermont Driver's License required.
- Meet or exceed the training requirements established within the cooperative agreement between the City of Burlington and the Vermont Department of Labor and Industry.
- Ability to perform field inspections in other trades disciplines as needed and qualified.
- Ability to review plan sets for compliance with code.
- Ability to work in a Windows based operating environment with, word processing, spreadsheet and database software.
- Ability to work with a diverse population in a courteous and professional manner required.
- Ability to communicate effectively, both orally and in writing required.
- Must have good problem solving skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.